



## Kids Discovery Station Operations Manager Position (Full Time)

### **Position Overview:**

The Operations Manager will oversee the day-to-day operations of the museum which include supervising staff, volunteers, associates, and vendors, processing purchasing and other financial transactions, managing social media and advertising, and organizing of special events and programs. Key competencies of this role are providing excellent and effective communication to the Executive Director, Board of Directors, guests, families, children, vendors, and community members. Operations Manager builds and cultivates partnerships which benefit the children of Merced County and the adults who care for them and works closely with all of the museum stakeholders to ensure financial stability and the immediate and long-term viability of Kids Discovery Station. Operations Manager plays an integral role in the administrative, facility and fiscal operations of the Museum.

### **Experience, Qualifications and Skills:**

- Excellent verbal and written communication skills and experience in customer service
- High school diploma or GED is required; a Bachelor's degree is preferred
- Must have strong leadership skills and be proactive
- Excellent time management skills and ability to organize a daily workload by priorities
- Must be able to lift 20 lbs.
- Preferred 1 year or more related experience working with young children and families
- Administrative and management experience is preferred.

### **Key Responsibilities:**

- Manage day-to-day operations by implementing the appropriate processes and practices across the organization
- Assist the Executive Director in examining, developing, implementing, documenting and communicating the goals, priorities and values of the foundation
- Ensure all programs and activities are of high quality and consistent with the educational philosophy and mission of the museum
- Provide excellent customer service and ensuring all guests have a fun, unique and memorable visit
- Implement age-appropriate exhibit curriculum and activities in assigned exhibit area
- Supervision of staff, volunteer, and interns
- Advocacy and partnership building
- Support to the Executive Director and the Board

### **Compensation and Benefits:**

- Salary range: \$50,000 - \$60,000
- Annual healthcare stipend: \$4,000
- 15 vacation days per year plus 5 personal days per year
- Flexible work schedule with occasional evening and weekend hours

**To Apply** email a resume, a cover letter and names/contact information of three recommenders to [admin@kidsdiscoverystation.org](mailto:admin@kidsdiscoverystation.org).

### **Background:**

Kids Discovery Station is a 501(c)(3) non-profit organization, which opened the first and only children's museum in Merced, California, in September 2021. Kids Discovery Station offers interactive exhibits and educational programs designed to spur curiosity and imagination, to promote the love of learning and to inspire children and their families to explore our world in all its diversity. Merced city and county are rapidly growing developing communities which are home of the newest University of California campus. With new investments continuously coming to our area, Merced's appeal as an attractive place to live and work is growing, offering affordable by California standards housing opportunities.